



## New Jersey Department of Children and Families Policy Manual

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Issuance:	525	<b>Child Passenger Safety Technician</b>	

### **Purpose:**

This issuance establishes the policy and procedures for the function and role of the Child Passenger Safety Technician in each Local Office.

### **Policy:**

#### **A) Certification**

To become a CPST, staff must complete and pass the four-day CPS certification course sponsored by Safe Kids Worldwide. The Certification requires a combination of hands on skills demonstration, passing all written tests, and participation in the final checkup event. The checkup event consists of the CPST demonstrating learned skills in proper child passenger seat installation and educating families on proper installation of child passenger seats. The certification is good for two years. For more information, See [Become A Tech National CPS Certification](#)

#### **B) Child Passenger Safety Technician Role**

The Child Passenger Safety Technicians (CPST) uses his or her knowledge to install child safety seats and educate the community about the proper installation of child safety seats. After completing the required Child Passenger Safety (CPS) Certification course, each CPST must maintain his or her certification and continue to demonstrate skill in proper car seat installation.

Each CPST must participate in the One Day Functional Awareness Car Seat trainings held by the Office of Training and Professional Development at least six times annually. The purpose of the training is to keep skills current and build his or her knowledge base.

### **C) Local Office Requirement**

To support proper car seat installation, each Local Office and OOL Resource Family Licensing must have **at least two** staff members to function as a CPST. Ideally, the CPST can be an Assistant Family Services Worker, Support Staff, Resources Development Specialist or other interested staff.

### **D) Maintaining Certification**

Each CPST must maintain his or her certification by completing five seat checks approved by a certified instructor. The seat check must be completed during the certification cycle and approved by a certified instructor prior to the recertification date. The CPST must also participate in at least one community education event and complete a minimum of six hours of continuing education. For more information about recertification, See [Recertification National CPS Certification](#).

### **Procedures:**

#### **1) Assisting with the One Day Functional Awareness Car Seat Training**

The CPST notifies the immediate Supervisor and Administrative Assistant of registration to assist with the One Day Functional Awareness Car Seat training. Work-related conflicts with urgent case assignments are not allowed when participating in the One Day Functional Awareness Car Seat training. The CPST assists with participating in the training at a minimum of six courses per year.

#### **2) Training During Unit and Staff Meetings**

The CPST conducts refreshers during unit and staff meetings as a refresher for field staff who has completed the One Day Functional Awareness Car Seat Training. This does not replace the One Day Functional Awareness Car Seat Training.

The CPST provides meetings to educate and update field staff that has completed the One Day Functional Awareness (e.g., policy updates, child passenger restraint updates, or community events).

#### **3) Participation in Recertification Requirements**

The CPST obtains approval from his or her immediate Supervisor and Administrative Assistant to register and attend Community Education Events, Continuing Education, and Checkup Events. The CPST includes this activity on his or her weekly work plan. The CPST completes the requirements to maintain the certification within two years. The Worker also notifies the Supervisor, Administrative Assistant, and the Office of Training and Professional Development's Car Seat Initiative Liaison of recertification.

#### 4) Training Hours

The CPST receives a maximum of six training hours towards the 40 hour requirement for his or her participation as an assistant trainer in the One Day Functional Awareness Car Seat training. The CPST received training hours for continuing education credits earned for recertification.

#### **Key Terms (Definitions):**

- **Checkup Event** - The CPST educates the community including resource parents, community, and field staff on the proper installation and use of child safety seats.
- **One Day Functional Awareness Car Seat Training** - Mandatory one day training for all staff responsible for transporting children and families or inspecting child restraints for resource parents.
- **Safe Kids Worldwide** - The certifying body for Child Passenger Safety Technicians.

#### **Related Information:**

- [Child Safety Seats, CPP-III-C-2-500](#)
- [CP&P Form 12-1A, Caseworker's Weekly Work Plan - CPP-X-A-1-12.1A](#)